

Glossary of Terms

1. **Adult Mentoring:** A relationship over a prolonged period of time between two or more people where older, wiser, more experienced individuals assist youth through the human development process by providing constant, as needed support, guidance, and concrete help to a minor whose at-risk environment increases their chance of exposure to teen pregnancy, academic failure, gangs and violence, use of alcohol and drugs and other at-risk behaviors.
2. **Assessment:** An independent comprehensive evaluation used by agency staff to design a service strategy and/or training plan. The assessment will inventory personal information and background, interests and skills, work readiness, track characteristics, goals, planned services, and progress in program goals. The assessment should also include the participants':
 - Academic levels
 - Skills levels
 - Service needs, inducing a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs), supportive service needs, and development needs,
3. **At-Risk Youth:** An at-risk youth may demonstrate one or more of the following barriers to employment:
 - Deficient in basic literacy skills (e.g. reading, writing, or computing at or below the eighth grade level;
 - School drop-out;
 - Homeless, runaway, or foster child;
 - Pregnant or parent;
 - Offender; or
 - An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure or hold employment, as defined by having reliable documentation of one or more of the following:
 - ✓ Attending continuation school;
 - ✓ Low self-esteem and sense of self;
 - ✓ Involved in gang activities;
 - ✓ A substance abuser;
 - ✓ Little or no family support or direction; negative role identification;
 - ✓ Alienated by sexual preference;
 - ✓ Physically or mentally challenged;

- ✓ An emancipated minor;
 - ✓ Language or cultural barriers;
 - ✓ Emotional problems;
 - ✓ At-risk of dropping out of school; or
 - ✓ At least two grade levels below age
4. **Basic Skills Training:** Remedial training in reading, writing and math to improve a participant skill levels to complete training and retain employment.
 5. **Career Planning:** Shall be the process of exposing participants to various career options, through guest speakers, job shadowing, learning the use of Labor Market information, etc.
 6. **Classroom Training:** Training conducted in a classroom setting designed to educate clients in specific skills and/or subjects.
 7. **Case Management:** A procedure to plan, seek, coordinate and monitor services from a variety of agencies and staff on behalf of a client. The process of utilizing assessment results, as described in Assessment, above, to develop, with the active input of the client, coordinate services, advocate for the youth client, monitor the youth client's progress, and frequently reassesses the youth's progress and needs.
 8. **County of Los Angeles (or County):** Community and Senior Services Department (CSS), Department Head or designee.
 9. **Department Of Labor (DOL):** Department of Labor or DOL shall refer to the US Department of Labor, responsible for the governance of the Workforce Investment Service, unless otherwise noted to refer to a state agency.
 10. **Employment Readiness Skills:** The basic skills that assist an individual to find and sustain employment, such as, world of work awareness, labor market knowledge, career planning, job search techniques, leadership, allocating resources, team work, and interpersonal skills.
 11. **Follow-Up:** To be conducted for 12 months after exit, and may include leadership, support services, employer contact (including help with work related problems, help with job advancement career development and further education), peer support groups (work related), adult mentoring, and tracking employment progress.
 12. **Foster Care Youth:** A youth under 18 years of age (or to 21 years of age under specific circumstances) who is being provided 24-hour care and supervision by someone other than a parent/legal guardian in a location other than his or her own home.
 13. **Guidance and Counseling:** A service activity provided to develop positive

attitudes towards learning and social behavior, self-esteem building, decision-making leading towards future careers and responsible citizenship.

14. **Indirect Cost Rate:** The organization's central management and administrative functions, general expenses, and selected joint costs necessary to overall operations are normally identified as indirect costs and budgeted for and distributed through an indirect cost rate. These costs are not readily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be somewhat arbitrary in nature.
15. **Leadership Development Opportunities:** These are activities which foster positive social behavior and soft skills, decision making, team work, and other activities including, but not limited to:
 - Exposure to post-secondary educational opportunities
 - Community and service teaming projects
 - Peer-centered activities, including peer mentoring and tutoring
 - Organizational and team work training, including team leadership training
 - Training in decision-making, including, determining priorities
 - Citizenship training, including skills teaming such as parenting, work behavior training, and budgeting of resources
 - Employability
 - Positive social behaviors (e.g. positive attitudinal development)
 - Self-esteem building, cultural diversity training and work simulation activities
16. **On-the-Job Training (OJT):** Training provided by an employer to anyone over 17 years of age, for which up to 50% of the wage can be reimbursed for a pre-determined number of hours or weeks.
17. **Outcomes:** Documented effect or impact of a service or intervention on a family or individual. Measurable outcomes and indicators will be standardized throughout the State and forwarded to successful contractors upon receipt from the State of California.
18. **Probation Youth:** Any person under the age of 18 years when he or she violates any law of this state as defined in California Welfare and Institutions Code Sections 601-608, or any ordinance of any city or county of this state defining crime other than an ordinance establishing a curfew based solely on age, and is within the jurisdiction of the juvenile court which may adjudge such person to be a ward of the court.
19. **Program Activities:** Direct or indirect services provided by a collaborative or outside entity designed to achieve desired outcomes. Examples are adult mentoring, client management, computer literacy training, work experience, etc.

20. **Resource Leveraging:** The process of integrating existing community resources into a program so its resources are maximized (e.g., Los Angeles County health programs, state funded childcare facilities or youth services organizations).
21. **School Drop Out:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent and is not enrolled in an alternative school.
22. **Self-Sufficiency Motion:** The March 2, 2011 Los Angeles County Board of Supervisors motion establishing Youth Self-Sufficiency as a County-wide goal for system-involved youth, including foster and probation youth.
23. **Soft Skills:** Transferable skills that are necessary regardless of occupation or of employment, such as, good attitudes, interpersonal skills, etc.
24. **Summer Employment Opportunities:** Employment opportunities in the summer months that provide direct linkages to academic and occupational learning, and include follow-up services for at least 12 months after exit.
25. **Support Services:** A wide range of assistance which helps a client remain in training, get a job, such as transportation, childcare, books, tools, etc.
26. **Work Experience:** Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid.

Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;

- Supported work, work adjustment, and other transition activities;
- Entrepreneurship;
- Service learning;
- Paid and unpaid community service; and
- Other elements designed to achieve the goals of work experiences.

In most cases, on-the-job training is not an appropriate work experiences activity for youth participants under age 18. Local program operators may choose, however, to use this service strategy for eligible youth when it is appropriate based on the needs identified by the objective assessment of an individual youth participant.